

73-4390/1

15 AUG 1973

MEMORANDUM FOR: Acting Director of Central Intelligence  
THROUGH : Deputy Director for Management and Services *RW*  
FROM : Acting Director of Personnel *15 AUG 1973*  
SUBJECT : Federal Paperwork Management Awards

1. Action Requested: That you sign the attached letter to Mr. Benjamin F. Oliver, Washington Chapter President, Association of Records Executives and Administrators advising him that the Agency will not submit a nominee for the Ninth Federal Paperwork Management Awards Program.

2. Basic Data or Background: Mr. Oliver's letter to General Walters dated 27 July 1973 announced the Ninth Annual Paperwork Management Awards Program and invited nominations of an individual or group for this award.

3. Staff Position: Each Directorate was solicited by memorandum dated 6 April 1973 to obtain nominations for the 1973-1974 Public Service Awards Program. There were no nominations for the Federal Paperwork Management Award.

4. Recommendation: It is recommended that you sign the attached letter to Mr. Benjamin F. Oliver. The deadline date for submission of nominations is 1 September 1973.

STATINTL

Acting Director of Personnel

Att

Approved: *WFC*

17 AUG 1973

Date

Disapproved: \_\_\_\_\_

Date

73-4394/P  
DD/M&S 73-3282

17 AUG 1973

Mr. Benjamin F. Oliver  
Washington Chapter President  
Association of Record Executives  
and Administrators  
P. O. Box 89  
Washington, D. C. 20044

Dear Mr. Oliver:

Thank you for your letter announcing the Ninth Federal Paperwork Management Awards Program and inviting us to submit a nomination for the award.

We have given your invitation careful consideration, but have decided that this Agency will not submit a nominee this year. We do want to commend you and your association, however, for the outstanding work you are doing in formulating excellence and efficiency in paperwork systems.

Sincerely,

/s/ W. E. Colby

W. E. Colby  
Acting Director

Distribution:

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C/BSD:LA:jr (14 Aug 73)

23-3201  
15 AUG 1973

734390/1

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THROUGH : <sup>RSW</sup> Deputy Director for Management and Services  
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STATINTL

Acting Director of Personnel

Att

Approved: W. E. C.

17 AUG 1973  
Date

C\B2D:TV:11 (14 AUG 1973)

Disapproved: C\B2D\CE

1 - DD\Bert\2B

3 - D\B612

1 - DD\W62

1 - EB

1 - DDCI

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Distribution:

Date

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73-3750

## ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

P. O. BOX 89, WASHINGTON, D. C. 20044

July 27, 1973

Honorable Vernon A. Walters  
Director, Central Intelligence Agency  
Washington, DC 20505

Dear General Walters:

Those among us whose efforts result in significant improvements and economies in the administration of Federal operations and programs are deserving of special recognition. One group that is often overlooked or taken for granted comprises those who endeavor to control the prolific expansion of Government paperwork systems and records.

The enclosed invitation provides details for nominating and honoring deserving individuals and groups related to this area.

This year the Ninth Federal Paperwork Management Awards Program is being sponsored by the Washington Chapter of the Association of Records Executives and Administrators (AREA) -- a professional organization dedicated to promoting excellence and efficiency in paperwork systems. It is pleased to honor those who go the "second mile" in strengthening the vitality and effectiveness of our national purpose.

We sincerely believe that this awards program focuses attention on noteworthy gains being made in reducing the complexities and burdens of Federal paperwork within Government and upon those affected by it.

You undoubtedly have several deserving people or groups in your organization who qualify for such recognition. We invite you to nominate one individual or group and forward your recommendation to us for evaluation before September 1, 1973. Guidelines are enclosed to assist you in the selection of such nominee(s) and highlighting the accomplishments.

May we suggest that your agency records management officer, Gail Donnalley, might prove helpful in this effort because of his familiarity with what your agency is doing to improve paperwork. In some cases such individuals may be deserving of consideration for one of these awards.

Your favorable and timely response will be appreciated. Thank you!

Sincerely,



BENJAMIN F. OLIVER  
Washington Chapter President

Enclosures

Ninth Annual  
FEDERAL PAPERWORK MANAGEMENT AWARDS

Sponsored by  
Washington Chapter of the  
ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS (AREA)

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These awards are officially sanctioned by the U. S. Civil Service Commission and are among those most prized by Federal employees. The National Archives and Records Service of the General Services Administration serves as the coordinating organization for the Federal Government. Highlights are released to the news media by national press services.

PURPOSE

The primary purpose of these awards is to honor and publicize the achievements of those Federal employees who have demonstrated outstanding leadership, ingenuity, and professional excellence in designing, promoting, or managing effective systems or programs that contribute significantly to improved Federal paperwork efficiency or cost reduction.

NATURE OF AWARD

Individually inscribed plaques are presented to those who are responsible for exceptional achievements. Individual and group citations are awarded for outstanding contributions to paperwork efficiency or reduction.

ELIGIBILITY

All employees in the Legislative, Judicial, and Executive branches of the Federal Government are eligible if they are directly involved in the activities outlined hereafter. Each department, major agency, or service, or independent agency in the Executive Branch is encouraged to submit an individual or group nomination. Individual Legislative and Judicial units are also invited to submit nominations.

BASIS OF EVALUATION

Paperwork, as related to these awards, covers the entire spectrum of information and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records. The management of records includes various methods and media for information control, storage, and retrieval including systems involving microminuturization, automation, and other technologies.

A special awards board, appointed by AREA, will review all nominations and decide who will receive plaques and citations.

The basic evaluation criteria used are as follows:

1. Relationship of the improvement to paperwork management.
2. Results in terms of better service as well as quantifiable and non-quantifiable savings and benefits.
3. Scope: Adaptability elsewhere or number of offices benefitted.

4. Impact of accomplishment internally and externally.
5. Ingenuity involved.
6. Independence of effort.

#### NOMINATION PROCEDURES

Please submit a signed original and three copies consisting of the following:

1. Biographical Sketch of Nominee(s): A brief statement is needed to relate the background, experience, and education of the nominee(s) to the content and significance of the accomplishment described.
2. Description of Accomplishment: Describe concisely in specific terms (three pages or less) the work or contribution for which the nomination is being submitted. The period covered by the accomplishment need not be limited to the current year. However, the basis for the nomination should reflect current or relatively recent work or results, rather than overall duties performed over a long period of years.
3. Digest: Summarize the highlights and benefits of the accomplishment. (Limit this digest to two paragraphs suitable for inclusion in the official program.)

#### DEADLINE

Nominations must be received on or before September 1, 1973. Please mail them to:

AREA AWARDS COMMITTEE  
Association of Records  
Executives and Administrators  
P. O. Box 89  
Washington, D. C. 20044.

#### PRESENTATION OF AWARDS

Awards will be presented at a luncheon scheduled at the Twin Bridges Marriott Motor Hotel on Tuesday, November 6, 1973 in the Persian Room at 12 noon.

All recipients of plaques and citations, together with their guest and agency representative, will receive complimentary tickets from AREA to attend the official awards luncheon.

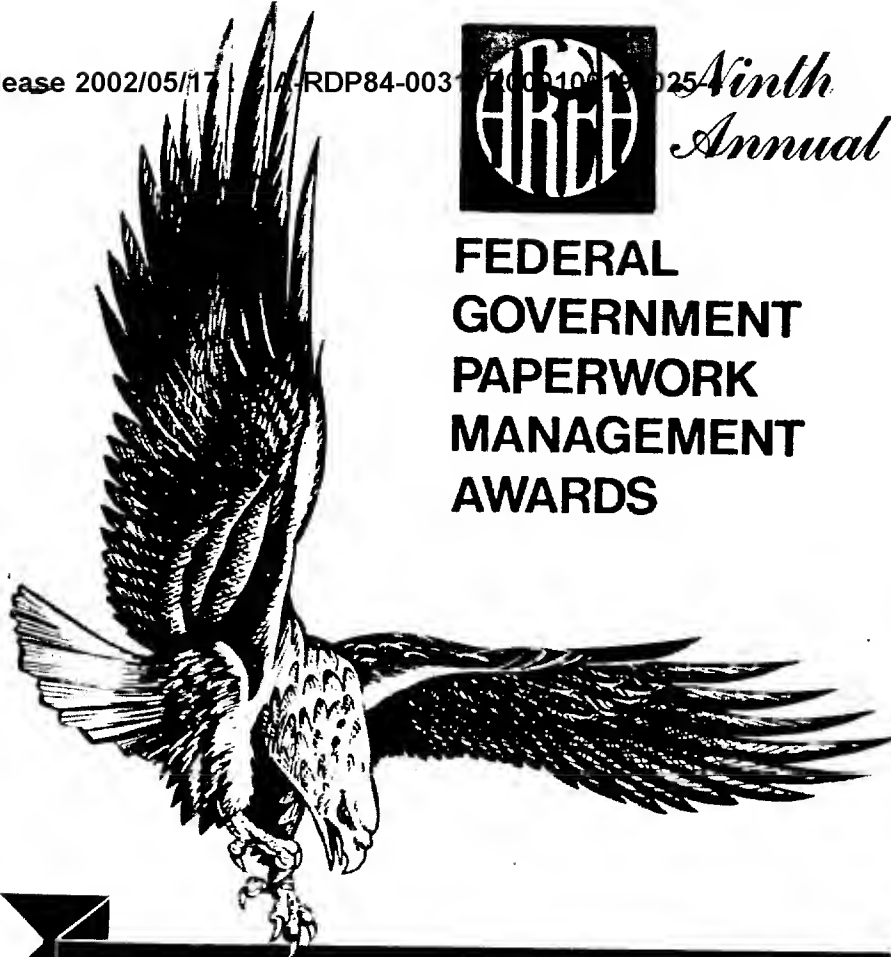
The entire Government community and representatives of professional organizations, state and local governments, and private industry will also be invited to participate.

Aug 3 2 44 PM '73



*Ninth  
Annual*

**FEDERAL  
GOVERNMENT  
PAPERWORK  
MANAGEMENT  
AWARDS**



*Awards Presentation Luncheon*



TWIN BRIDGES  
MARRIOTT MOTOR HOTEL  
Washington, D.C.  
Tuesday, November 6, 1973



Awards for

DISTINGUISHED ACCOMPLISHMENT

ARTHUR J. BENNER  
Social Security Administration

JOHN W. HODOWAY II  
Veterans Administration

JAMES F. KNEIBLER  
U. S. Atomic Energy Commission

LEWIS T. MILLER, JR.  
Department of the Interior

DONALD R. MITCHELL  
Department of Defense

CARROLL G. PRIEM  
Department of the Army

LOUIS M. STEPHENS  
Defense Supply Agency

Group Award

ALEX C. ADRIAN  
DENIS LAMB  
WILLIAM F. FARRELL, JR.  
Department of State

SPECIAL MERIT

LT. CMDR. ROBERT W. KOHLER  
Department of the Navy

Group Award

COL. JOHN V. PASLEY  
COL. JOHN R. D. BENVENUTI  
COL. GRANGE S. COFFIN  
LT. COL. GRADY E. DAVIS, JR.  
MAJOR RICHARD J. MUSTICO  
MAJOR ROBERT E. MORTENSON  
CAPT. THOMAS D. CLARK, JR.  
CAPT. LANCE D. NESBITT  
Department of the Air Force

Awards for

OUTSTANDING ACHIEVEMENT

V. WAYNE COBB  
U. S. Civil Service Commission

JAMES W. CRAIG, JR.  
Nat'l. Aeronautics & Space Admin.

GAIL DENNIS  
Federal City College

COL. EUIN N. GUINN  
Department of the Air Force

MARGUERITE R. HUBANKS  
Department of Commerce

LEROY O. SANDLAND  
General Services Administration

J. EDWARD TERRY  
Department of the Interior

DONALD C. WIGGLESWORTH  
National Security Agency

LLOYD E. WOLFE  
Federal Aviation Administration

Group Awards

GERALD W. SHELDEN  
HELENE S. PARTRIDGE  
BERTHA E. JACKSON  
U. S. Department of Agriculture

LEONARD E. KIMMEL  
ROBERT C. HENGST  
JANET L. WEDELL  
J. EDGAR NICHOLS  
U. S. Customs Service

JOHN G. EVANS  
WILLIAM J. OLIVANTI  
FRANK V. MONASTERO  
JAMES K. BALLARD  
VINCENT T. OLIVER  
Drug Enforcement Administration

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